

Procedures for Ordering Forms and Envelopes

- ❑ **Before ordering scannable forms, please check with your project manager to make sure you are ordering the correct pre/post test for your project.**
- ❑ Scan Forms (women, IDU, youth) and envelopes (session and return) are available from the AIDS Administration Distribution Center.
- ❑ Orders should be faxed directly to the Distribution Center (fax: 410-799-1370). To ensure that you receive the correct items, please use the *Prevention Reporting System Order Form* (see next page) each time you place an order.
- ❑ You can expect to receive your order 5 business days after your order is placed.
- ❑ If you experience any difficulties receiving your order, please contact Cicely Georges at (410) 767-0991.

Prevention Database Forms and Envelopes That are Available From the AIDS Administration Distribution Center

- ❑ Participant Pre/Post Test Forms
 - ❑ Women's Program – Limit of 100 forms per order
 - ❑ SMART/Extra Steps Program – Limit of 100 forms per order
 - ❑ Youth Program – Limit of 100 forms per order
- ❑ Session Envelopes – Limit of 25 envelopes per order
- ❑ Return Envelopes – Limit of 25 envelopes per order

Prevention Reporting System Order Form

To: Craig Caswell, State Use Industries
Distribution Center
Tel: 410-799-1940
Fax: 410-799-1370

Date: _____

Re: Ordering Prevention Reporting System Items

From:

Name of Agency: _____

Contact Person: _____

Mailing Address: _____

Telephone Number: _____

Fax Number: _____

Quantity	Item
	SMART/Extra Steps Program Assessment (Blue) -- for use with IDU projects – Limit of 100 forms per order
	Women's Program Assessment (Red) – Limit of 100 forms per order
	Youth Program Assessment (Green) – Limit of 100 forms per order
	Session Envelopes – Limit of 25 envelopes per order
	Return Envelopes – Limit of 25 envelopes per order